



THE CITY OF SAN DIEGO

FEE/DEPOSIT SCHEDULE FOR

Subdivision Approvals

CITY OF SAN DIEGO DEVELOPMENT SERVICES

1222 FIRST AVENUE, MS 301 SAN DIEGO, CA 92101-4101

CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION

INFORMATION
BULLETIN

504

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This Information Bulletin lists fees and deposits for subdivision approvals. Additional fees will be required for any associated grading, public right-of-way or building permits. For project submittal information, see the Land Development Manual Project Submittal Requirements, Section 5.

Documents referenced in this Information Bulletin

- [Project Submittal Manual](#)
- [Deposit Account/Financially Responsible Party, DS-3242](#)

I. DEPOSIT ACCOUNTS

The plan review for Subdivision Approvals requires a deposit into a Trust Fund account. A Trust Fund account is established with an initial deposit (see Section III). This initial deposit is drawn against to pay for the review of your project. During project review, the Financially Responsible Party (as identified on the Deposit Account/Financially Responsible Party form, DS-3242) will receive a monthly deposit statement reflecting the charges made against the account.

The Financially Responsible Party may receive invoices for additional deposits for subsequent reviews of the project in order to maintain the minimum balance as shown in Section III. The payment of this invoice will be required in order to continue processing your project. At the end of the project, any remaining funds will be returned to the Financially Responsible Party.

II. PROJECT FEES

The following fees are paid at the time plans are submitted to the Development Services Department for plan review. These fees are in addition to the deposit required for the processing of the project.

A. General Plan Maintenance Fee

This fee is charged for projects with plans and documents to be reviewed for compliance with the general plan or land development code provisions.

General Plan Maintenance Fee.....\$275

B. Mapping Fee

This fee is charged when there are plans, drawings, maps or other geographical documents utilized for project review.

Mapping Fee\$10

C. Mapping Deposit Closeout Fee

This fee is charged for the administrative costs associated with document recordation and project closeout.

Mapping Deposit Closeout Fee\$262

D. Records Fee

This fee is assessed for all approvals to recover the cost of imaging and archiving the documents in Records. The fee is based upon the use of the property.

Records Fee - Single Family/Duplex\$45

Records Fee - Non-Residential/Multifamily\$60

III. SUBDIVISION APPROVALS

The initial deposit required for the plan review of Subdivision Approvals is listed below. Where multiple approvals are requested (e.g., Final Map with an easement dedication), the deposit amount for each approval is added together and that amount is required at the time of submittal.

Permit/Approval	Initial Deposit	Subsequent Review and Minimum Balance
Certificate of Compliance	\$2,500	\$1,200
Certificate of Correction	\$900	\$500
Deferred Improvement Agreement	\$6,200	\$3,700
Easement Dedication - Multiple	\$6,200	\$3,700
Easement Dedication - Single	\$2,500	\$1,200
Easement Abandonment	\$6,200	\$3,700
Final Map	\$6,200	\$3,700
Lot Line Adjustment	\$2,500	\$1,200
Maintenance Agreement	\$2,500	\$3,700
Parcel Map	\$2,500	\$1,200
Public Right-of-Way Vacation	\$6,200	\$3,700
Public Right-of-Way Dedication	\$2,500	\$1,200
Reversion to Acreage	\$6,200	\$3,700
Street Name Change	\$2,500	\$1,200
Subdivision Improvement Agreement	\$6,200	\$3,700
Technical Study Review ¹	\$2,500	\$1,200

1. This is an optional service for the review of a Traffic Report, Water Study or Sewer Study prior to submittal of the subdivision approval.

Printed on recycled paper. Visit our web site at www.sandiego.gov/development-services.
Upon request, this information is available in alternative formats for persons with disabilities.

IV. ENHANCED/OPTIONAL SERVICES**Project Management Services**

In order to accommodate the needs of the industry, an Active Project Manager will be assigned to projects when an applicant requests a customized review or approval process; for phased subdivisions and related public improvements/grading; or when deemed necessary by management due to the project complexity or aggressive timelines. All requests shall be submitted and approved prior to acceptance of any construction documents. Applicants also have the option of requesting an Active Project Manager to be assigned to their project.

An Active Project Manager will be the point of contact for the applicant, but any member of the review team can be contacted directly concerning plan review on specific items such as building codes, planning or public improvement requirements. Active Project Managers are available to handle complex scheduling issues and coordination between the reviewers and to assist customers with the following:

1. Facilitating pre-submittal meetings and preliminary reviews.
2. Determining the submittal requirements, project fees and distribution.
3. Coordinating concurrent processing with Project Managers managing the discretionary project.
4. Managing the portion of the project schedule that relates to the Development Services Department review and approval process.
5. Conflict resolution.
6. Coordinating issuance of the ministerial permit.

To request an Active Project Manager, please contact Nabil Chehade at NChehade@sandiego.gov, or by phoning (619) 446-5076.